



Weare Public Library

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Board of Trustees

Raymond J. Kelly, Chairman

Susan Morin, Treasurer

Terri Wahnowsky, Secretary

Paul Marsh, Alternate

Jill Tacy, Alternate

Christine Hague, Director

Board of Trustees Meeting Minutes Monday, August 10, 2009

Present: Ray Kelly and Susan Morin, Trustees; Paul Marsh and Jill Tacy, Alternate Trustees; Christine Hague, Director.

Chairman Kelly called the meeting to order at 6:30 p.m.

Acceptance of Minutes:

The minutes of the June 4, 2009 meeting were accepted as written and the meeting minutes from the July meeting were accepted with an amendment to the date of the last meeting, which was changed to 6/4/09 and a correction in the spelling of design on page two.

Public Hearing:

A public hearing came to order at 6:41 p.m. to accept \$469.57 in funds from donations and from income generating equipment (see table below). Chairman Kelly moved to accept, Treasurer Morin seconded.

The hearing closed at 6:46 p.m.

Reports:

Director's Report

The Director's Report was discussed and accepted as written. The trustees discussed the maintenance to the air conditioners and asked Director Hague to begin getting quotes on the cost of replacing the oldest air conditioner which came with the building and is reaching the end of its life expectancy. This maintenance will be kept in mind as a future planned improvement.

Old Business:

Review of Director's Assistant Description

The trustees reviewed and accepted the job description for the Director's Assistant as written by Dir. Hague. Currently there is not a Director's Assistant in the building to make decisions in the event that Director Hague is unavailable. The Trustees approved the job description and Director Hague will offer the position to Assistant Librarian Thelma Tracy. The job would be done in conjunction with her current Assistant Librarian duties. The Trustees voted to approve a pay increase of \$1 an hour to compensate for the added duties of the Director's Assistant position.

The Trustees discussed increasing the pay of the Library Assistant in the Children's room in next year's budget. The pay increase would be commensurate with increases in the education and skill of the Library Assistant in the Children's room. As she completes training and courses she

could receive increases in pay. Director Hague will begin identifying courses and skills the Library Assistant in the Children's room could be working on. Cataloging is an area that the library staff needs more assistance with and will be considered.

The Trustee's revised and approved the job description of Library Assistant in the Children's room.

Mission Statement

The trustees reviewed mission statements from four other libraries and a draft statement written by Director Hague. The Trustees and Director Hague worked to revise this draft statement. Director Hague will make the changes and present the revised mission statement at the next meeting for the Trustees to approve.

New Business:

Budget review (2nd quarter)

The budget review was tabled till the next meeting.

Next Meeting

September 3, 2009 6:30 pm

Meeting adjourned at 8:20 p.m.

Minutes respectfully prepared by
Alternate Trustee Jill Tacy who is standing in for
Secretary Wahnowsky

Source	Designation	Amount
card replacement	books, supplies	\$6.00
nonresident card		\$20.00
replace book		\$15.95
donation Anderson		\$100.00
donation Little		\$20.00
donation Hague		\$25.00
donation misc.		\$147.62
Income generating equipment		\$135.00
		<hr/>
		\$469.57